



PLANNING AND ZONING DEPARTMENT

CONDITIONAL USE PERMIT CHECKLIST

This checklist is designed to aid both the Applicant and the City in the processing of a Conditional Use Permit application. Information relative to a Conditional Use Permit can be found in Article 3 of the Zoning Ordinance.

- ☐ One check for \$300.00 and other applicable fees as determined by the City
- ☐ One completed application with an original signature from the Applicant and the Owner
- ☐ One copy of the recorded ownership interests including liens, encumbrances, and title certification in the form of current title policy, title opinion, or title report. Warranty deeds will no longer be accepted for proof of ownership.
- ☐ Certified envelopes addressed to property owners within 750 feet of the subject site. All notifications are required to be obtained and certified by the Baldwin County Revenue Department.
- ☐ One copy of utility letters from electric, water, sewer, phone, trash provider, and gas (if applicable) stating the property may be adequately served by such utility
- ☐ All outside agency approvals and permits (federal, state, county, or other) shall be submitted to the Planning and Zoning Department prior to the initiation of any construction activities
- ☐ FAA Form 7460-1 shall be submitted to the Airport Manager for all proposed structures exceeding 50' in height within 5 miles of the Jack Edwards Airport
- ☐ One current boundary/topo survey of the property containing a complete legal description of the property, the size of the property in acres and square feet, contour intervals at a minimum of 1 foot, all areas classified as wetlands, and the mean high tide line for those properties that are adjacent to bodies of water
- ☐ A narrative describing the need for the intended Conditional Use and how the subject proposal is a positive improvement for the City and its residents
- ☐ Site Plan shall include but not be limited to the following:
 - A vicinity map to appropriate scale and north arrow.
 - A Site Data Table shall include but not be limited to:
 - Current zoning
 - Lot size in square feet and acres
 - Proposed building height in stories and feet
 - Proposed number of dwelling units
 - Proposed number of dwelling units per acre
 - Proposed impervious coverage in square feet and percentage of lot
 - Proposed yard setbacks
 - Proposed floor area ratio
 - Proposed building coverage in square feet and percentage of lot
 - Proposed landscape area in square feet and percentage of lot
 - Proposed number of parking spaces including handicap spaces
 - Substance of covenants, grants of easements, right-of-ways, or other restrictions imposed upon the use of the land, buildings, and structures
 - Utility Plan showing the locations of existing and proposed utilities (sanitary sewer, waterlines, telephone lines, etc.)

- Refuse collection Plan identifying the type, location, and how the refuse is to be serviced. If roll-out containers are proposed, indicate this in the form of a note.
- Circulation and Parking Plan:
 - Existing and proposed travel ways with dimensions
 - Existing and proposed parking spaces including handicap with dimensions
 - Locations and dimensions of sidewalks and other pedestrian connections
- Open Space Plan showing the location and size of any common space, commonly owned facilities, and form of organization which will own and maintain any common open space and such facilities
- Grading and Drainage Plan shall include but not be limited to:
 - Existing grades and grades a minimum of 25' outside the development site
 - Proposed grades and elevations
 - Building finish floor elevations
 - Cross sections of ditches and detention/retention beds
 - Details for all proposed drainage devices
 - Drainage calculations
 - Drainage maintenance letter
 - Site Erosion Control Plan: the locations and details of all proposed erosion control devices
- Construction Detail Plan including but not limited to sidewalk plan and section, driving and parking surfaces, retaining and freestanding walls, dumpster enclosure plan and elevation, handicapped parking striping plan, etc.
- Architectural Floor Plans and elevations identifying the type of exterior materials to be used. Color renderings shall be provided for all structures greater than five stories.
- Landscape Plan including but not limited to landscape details and plant schedule
- Tree Protection Plan indicating the existing trees, caliper sizes, and species. This plan shall include the proposed site plan, grading plan, and indicate the existing trees to be preserved and removed.
- Lighting Photometric Plan including typical light pole and fixture details
- ☐ Traffic Impact Study when any one of the following development densities are exceeded:
 - Residential – 150 dwelling units
 - Retail – 25,000 square feet (gross)
 - Office – 60,000 square feet (gross)
 - Industrial – 90,000 square feet (gross)
 - Educational – 30,000 square feet (gross) or 250 students
 - Lodging – 150 rooms
 - Medical – 25,000 square feet (gross)
 - Mixed use sites - when the combination of uses exceeds the thresholds above
- ☐ Plans submitted shall include but not be limited to:
 - Project name
 - Date of plan preparation including all revision dates
 - Appropriate scale
 - North arrow
 - Preparer's name, phone number, and fax number
 - Owner's name
- ☐ Five full size, folded copies of all required plans